

Stonington Housing Authority  
Edythe K. Richmond Homes  
Community Building  
Special and Annual Meeting  
November 17, 2016  
Minutes

**CALL TO ORDER:**

Chair Tom Hyland called the regular meeting of the Stonington Housing to order at 4:16 p.m. after an Executive Session which was called to order at 3:00 p.m. and adjourned at 4:10 p.m.

**ROLL CALL:**

Those in attendance were Chairman Tom Hyland, Vice Chair Julie Savin, Commissioner Beth Leamon, Commissioner Kate Careb, Resident Commissioner Janice Bogue, Executive Director Elaine Schmidt, and Becky Champlin. Vice Chair Savin exited the meeting at 4:45p.m., prior to adjournment.

**VOTING OF OFFICERS FOR 2017:**

A motion was made by Commissioner Leamon to keep the same slate of officers as last year: Chairman Thomas Hyland, Vice Chair Julie Savin, Treasurer Elizabeth Leamon, Secretary Kate Careb. Commissioner Bogue seconded the motion. Motion passed 5-0-0.

**MINUTES:**

A motion was made by Chair Hyland and seconded by Commissioner Leamon to approve the minutes of the October 13, 2016 meeting. Motion passed 5-0-0.

**READING OF THE TREASURER'S REPORT:**

Commissioner Leamon presented the Treasurer's report for October 31, 2016 showing a balance of \$3,212.00 in the Chelsea Groton Pet account, \$190.84 in the Citizen's checking account, \$3,319.06 in the Chelsea Groton Operating checking account, with a total in all Citizen's checking accounts and Chelsea Groton accounts of \$6,721.90. With regard to savings and investments; a total of \$472,943.83 and \$147.02 in petty cash bring the grand total of all savings and checking assets to \$479,812.75.

**BILLS AND COMMUNICATIONS:** One communication was received by Chair Hyland. It reads as follows:

November 3, 2016

Mr. Tom Hyland, Chairman  
Stonington Housing Authority  
45 Sisk Drive  
Pawcatuck, CT 06379

Dear SHA Commissioners:

Our SHA diverse population presents unique challenges for an executive director---from the young disabled struggling with bi-polar issues to the elderly experiencing the early stages of dementia.

Elaine Schmidt exhibits an exemplary example of professionalism in dealing with all of our residents. She shows great respect for their privacy as she handles specific incidents that occur frequently.

The renovation process is very unsettling for many of the residents. Elaine shows great compassion for their individual needs.

Very few residents understand the complexities of applying for a grant, obtaining the funding and adhering to the strict guidelines the State of Connecticut requires.

I'd like to thank Elaine and her staff for all of their efforts to improve our quality of life.

With much appreciation,

Ruth Nolder  
Resident

#### REPORT OF THE EXECUTIVE DIRECTOR:

1. The construction officially started on Tuesday, October 25<sup>th</sup> when the first container was delivered on site. It was a busy week with another container and dumpster, porta potty and construction materials delivered. Our first unit was vacated on October 27<sup>th</sup> and Ron and Ellen, our part-time maintenance person, moved the resident and her belongings between the vacant apartment and the storage items into the garage. The contractor has been working very hard and is ahead of schedule. We had a resident leave so their apartment became available and Ron quickly moved all the items left in the apartment and turned over to the contractor to renovate. The first apartment was completed on November 3<sup>rd</sup>, inspected in the morning of the 4<sup>th</sup> and Ron and Ellen moved the resident back in that afternoon. The additional unit was completed on November 7<sup>th</sup>. A resident, who had been occupying a double unit, requested the smaller recently vacated unit and they were moved into that unit on November 11<sup>th</sup>. We planned to move her on November 9<sup>th</sup> but Frontier communications lost the work order to move her life line and pill dispenser and after 2 days of one hour conversations with Frontier between the residents' daughter in law and myself, we finally moved her 2 days later. We now know we need to put a notice out to all residents with life line or pill dispensers to let us know so we can make arrangements well in advance for whichever carrier a resident has to make the change. With this move this allows us to have a double unit available to the contractor to rehabilitate, as time allows, in addition to their regular schedule. We contacted a couple that was on the waiting list and they viewed the larger unit and are anxious to move in as soon as it is renovated. The contractor only anticipated doing 1 unit each for the first 2 weeks but asked if we had another resident who would be willing to move out on week 2 and we were able to do so. Work is progressing well. The contractor has been very accommodating. They are completing the bedroom flooring first so Ron and Ellen can get in and paint the bedroom which is the most time intensive with the closet and shelving. The apartments are looking so amazing, the bathrooms are so bright (new LED medicine cabinet) and so accessible with the new bathroom fixtures, the new flooring and new paint color. Residents were anxious to see the progress so we opened the vacant unit on the afternoon of the 7<sup>th</sup> and morning of

the 8th so residents could walk through before the resident moved in. Please let me know if you have time to stop by and see a unit. We had comments from a few residents that the toilet seemed very low. I had thought so when I first saw it but wasn't sure. The contractor is going to remove and replace all the toilets with a higher one. The contractor is working 4 ten hour days so it allows Ron to do touch up or finish painting and move the resident in on Friday. We had our first construction meeting on Friday, November 4<sup>th</sup> and the architect thought the unit turned out very good and complimented the contractor. Another construction meeting was held on November 10<sup>th</sup> with all those who attended the first meeting plus Jim Sullivan from the Town. Larry Wagner was scheduled to attend but did not. We processed the contractor's first payment recognition. The project is going very well.

2. Ron constructed a dolly so it would fit through the door and with larger wheels so it could be loaded inside the apartment and tarped for incimate weather and be able to go through snow. It was great forward thinking. He and Ellen also have the cart on the tractor and the hand truck to move resident furnishings. Once the bedroom flooring is down and the bedroom is painted, Ron is moving the resident's boxes back in to make room for the next person to move boxes out of their apartment. We will require more help once we are doing more than 2 units in a week. I will bring the updated schedule that has already changed 4 times to the meeting for your review.
3. The contractor found a considerable difference between the sizes of the interior doors in the apartments. We are removing the old flush luaon doors and bamboo sliders and changing to the 6 panel doors. On Wednesday, November 9<sup>th</sup> the representative from UBS came and measured all the doors in all of the units. The contractor wanted to order all the doors at the same time to get the best price. Some of the units that are completed do not have closet doors at this time and they are using their old bathroom door until the new doors are delivered. The contractor also measured all of the window sashes after they measured the doors.
4. The contractor was warned, in advance, that EKR was a smoke free site. One of the residents found a crushed cigarette butt outside the first unit they were working on. I wrote an email with a photo of the cigarette butt to the contractor and super on the job and advised smoking would not be tolerated. I received an email early the next morning assuring me that there would be no further incidences.
5. We held a Resident Meeting on October 19<sup>th</sup> to update the residents on the construction schedule and provided a proposed list of when each was scheduled for renovation. We had 39 residents attend and Becky took notes and posted them for residents who did not attend. We discussed the logistics for packing and moving. Since the contactor plans to do 3 or 4 units some weeks and we only have 2 vacant units we needed to find residents who had family or friends that they could move in with and work the schedule around that. I also needed to have the units close enough together so the contractor wasn't working from one end of the site to another. It took many hours to put the schedule together.
6. We closed our waiting list on October 24<sup>th</sup>. We had 17 applications. I ran the credit and police reports and had 1 with a name discrepancy and have asked for clarification (Social

Security number does not match the name of the applicant), 4 with insufficient income and 4 high credit risk. For those living in apartments, I created a new Landlord Verification form and Becky has sent it to the applicants to sign a release so we can verify their payment history, cleanliness of the apartment, question if they are a smoker, have pets, created any disturbances etc. from the present or previous landlord

7. I attended the Stonington Coastal Resiliency Plan meeting at the Aquarium on October 20th.
8. On October 26<sup>th</sup> we held a combined Halloween/International lunch. We had 22 residents and staff participate. The food made by residents and staff was absolutely delicious. We had 3 delicious soups, several interesting entrees and desserts representing Swedish, French Canadian, Italian, 2 Portuguese, Asian and German cuisine and some tasty desserts. Next month is our annual soup lunch. Residents who do not provide a dish are asked to donate funds to offset SHA expenses for soda, water and paper goods.
9. The Eversource representative found a fixture for the community building that is dimmable to replace the existing fixtures. We are waiting for the final proposal so we can move ahead. We had hoped to renovate the community room before the holidays but the schedule is too tight. The contractor wants to work on the apartments before doing the flooring and the Eversource representative said it would take time to get the final approvals. ED Schmidt reported that the Eversource contract was received today. The total cost was \$8,255.81 and Eversource would provide \$7,406.18 in funding and SHA would be responsible for \$849.63.
10. I am waiting to hear from CHFA on a request concerning if it would be eligible to apply for HTCCP funds to expand the community building, increase the size of the laundry room and add some office space. During events we are pretty crowded. Also, the office area is very small and not private. If I need to meet with a resident I need to either meet after Becky has left or ask her to leave the room for a short time which is not efficient. The HTCCP application is due early February, same as last year.
11. The annual holiday party is being planned. We sent out a hold the date notice and subsequently have sent out the invitation to the residents and invitees. We need to know the selections by November 22nd. I have also arranged for the Stonington Chorus group to join for our annual sing along.
12. With the exhausting schedule Ron has had over the past couple weeks and will have over the coming months, I advised him he does not need to attend the Board meetings, however, if there is a question, I would email the Board the following day with any responses.
13. Maintenance Report
  - Numerous work orders were handled during this period. Copies on file.
  - Coordinated repairs to bldgs. 4 and 16 with local concrete contractor. Uneven unsafe entrance pads were removed and redone. Installed new drainage system to Building 16. Photos will be available at the meeting.
  - Right side of the garage was cleared out, floor painted and clothes hanger system installed to accommodate resident's belongings during construction project.
  - Continuous grounds work, edging, hedge/tree trimming and leaf blowing.

- Grounds inspected daily and cleared of trash and debris.  
Main entrances bordering private property checked and cleared of cigarette butts daily.
- Ongoing projects for fall/winter 2016:
- Future projects are in support of renovations.

14. The following financial reports:

Cash Balances  
Year to Date Budget vs Actual  
Bank Reconciliations  
Capital Improvements

We are in the process of the change-over of accounting services from Sharon Drago to Susan Gentile, owner of Computerized Financials. Sharon was able to prepare the 2017 Management Plan which was very helpful since she was familiar with the previous year budgeting. With Sharon's time constraints we have all reports except the Variance Report for October. Becky and I are meeting with Susan Gentile on Thursday, November 17<sup>th</sup> to review the budget reporting we will need moving forward and the cost of her services either a monthly flat or hourly rate. Sharon will assist, as her time permits, in the switch over. Becky has worked with Susan in the past and Sharon and I have both spoken to Susan and feel she has extensive experience to meet our needs.

REPORT OF THE RESIDENT COMMISSIONER:

10/19/16: Renovation Update: People are excited about what we were told. Some people are nervous, but Elaine is keeping us as informed as possible.

10/26/16: We held an international luncheon. It was well attended and enjoyed by all. Thanks to Elaine, Ron, and Becky and residents who helped set up and clean-up such as Joan D., Megan F., Ruth N., and Vera S.

10/27/16: Byron Stillman gave very good talk on Fire Safety. I just wish more residents had attended.

11/10/16: We held the November birthday celebration. All birthday people attended, plus friends and neighbors.

11/16/16: We held a soup, salad and bread luncheon. I heard much laughter and talking from all tables. We had 5 soups, 2 salads, different breads and desserts. Thanks to helpers Megan F., Vera S., Joan D., Irene M., and Barbara D. for helping and preparing food which also included Elaine, Rosanne, Ken & Mary, Irene A., and Becky.

YOU'VE BEEN SPOTTED: Thank you to Kevin P. for raking leaves up on the hill!

NEW BUSINESS:

**2017 Budget Review:** A new format, GAP, was implemented in this year's budget review. \$625 was added to the budget for a service contract for the generator. In trying to forecast rental incomes, ED Schmidt feels confident there will be enough money at the end of 2017 to be able to put in reserves.

**Resolution 2016-3 Approval of 2017 Management Plan:**

**RESOLUTION 2016-3**

**WHEREAS**, the Stonington Housing Authority ("SHA") operates a State Elderly Housing Program known as the Edythe K. Richmond Homes. The property is located at 45 Sisk Drive in Pawcatuck (Stonington) CT and consists of 60 units.

**WHEREAS**, this property received oversight through Connecticut Housing Finance Authority (CHFA);

**WHEREAS**, SHA annually prepares and submits a Management Plan to CHFA, we would like to request approval of the 2017 Management Plan.

**BE IT RESOLVED**, that the Board of Commissioners of the SHA approves the 2017 Management Plan and authorizes the Executive Director to submit it to CHFA.

A motion was made by Chair Hyland and seconded by Commissioner Leamon to accept Resolution 2016-3. Motion passed 4-0-0.

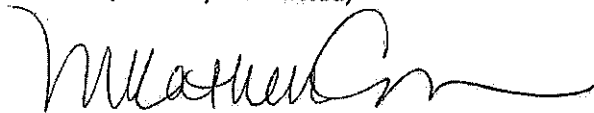
OLD BUSINESS:

**2016 HTCCP and 2015 CDBG Small Cities Grant Update:** ED Schmidt stated she is planning a press event for receiving the grant check from Eversource during the 2<sup>nd</sup> week of December.

**PUBLIC COMMENT:** Resident Barbara Delbene stated a new updated SHA in-house telephone directory is needed. Resident Rosanne Cullen stated how nice the renovations are in units that have been completed. Resident Joan Driscoll thanked ED Schmidt for making the renovations become a reality.

**ADJOURNMENT:** A motion was made by Chair Hyland and Seconded by Commissioner Careb to adjourn the meeting at 5:08 p.m. Motion passed 4-0-0.

Respectfully submitted,



Kate Careb, Secretary